

KANSAS DEPARTMENT OF LABOR
Classification: Administrative Specialist

Key Application Requirements

Applicant must meet the minimum requirements for this classification *and submit the following:*

- State of Kansas employment application
- Cover letter
- Resume

How to Apply:

Submit a State of Kansas employment application by applying directly to the agency online at www.jobs.ks.gov and e-mail your cover letter and resume by the closing date of the announcement to the e-mail address below. If you prefer, you may submit all of the required documents to the mailing address below by the closing date.

Contact Information:

Christine Anderson
Kansas Department of Labor
Human Resources
401 SW Topeka Boulevard
Topeka, KS 66603

785.296.2209 Phone

785.296.1926 Fax

785.291.3380 TDD

Email: Human.Resources@dol.ks.gov

Veterans Preference Eligible (VPE)

Former military personnel or their spouse that have been verified as a veteran under K.S.A. 73-201 will receive an interview if they meet the minimum requirements of the position. The veterans preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the hiring manager. Additional VPE information can be found at <http://da.ks.gov/ps/aaa/recruitment/veterans.htm>. If you qualify but have not yet been verified, also submit:

- Veterans Preference documentation (Member 4 copy of DD-214)

Overview of Position

This position serves as the lead worker for the Workers Compensation Research Unit. Duties include: adjusts staff assignments to alleviate backlogs; assists in hiring/evaluation of staff; records time/leave; checks research requests for statutory compliance; performs research on unusual/difficult claims inquiries. Opens/distributes mail; pulls requested files for internal and external customers. Works closely with Tech staff regarding refinements/improvements to database. Must be able to take initiative in minor personnel

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matters to help solve disputes/disagreements. <p> Minimum qualifications for this position are two years of experience in general office, clerical and administrative support work. Relevant education may be substituted for experience as determined by the agency. Lead worker experience preferred.

Description of Major Duties

%	Essential Functions		Description
	Yes	No	
45%			Lead worker for Research Unit working closely with each member of unit to adjust work assignments/processes to accomplish unit goals; assists in hiring/evaluating staff and formulating priority outcomes; records time/ leave; care/maintenance of printers/copiers; trains new staff. Looks for ways to improve work processes including revising research forms, working with Tech Unit for improvements to database. Keeps daily record of research requests received.
25%			Opens/distributes incoming mail. Checks research requests for statutory requirements; performs research on unusual/difficult claims inquiries, some requiring contact with attorneys/employers/insurance carriers, other state agencies; requires knowledge of Division database and statutes relating to release of information. Initial liaison to resolve conflicts/misunderstandings; clarify/interpret operational practices/procedures to public/staff; evaluate activities and design/implement operations in effort to streamline.
15%			Reconciles claimant/employer information from accident reports; reconciles claimant, employer and carrier information between settlements and database; contacts may include attorneys, claimants, employers, carriers. Consults with Tech staff on changes/enhancements to database to accomplish needed (statutory or Division) requirements. Enters Action/comp codes on settlements/awards as time allows and to help alleviate backlogs in data entry.
15%			Maintains/retrieves records and documents statutorily kept by Division. Maintains on-site filing system. Prepare necessary statistical data and reports and submits to supervisor to analyze effectiveness of program. Gathers data and prepares report for inclusion in Division annual statistical report. Scans/verifies accident reports, election forms and undocketed settlements so retrieval from database is possible.
100%			Total

Minimum Requirements

Minimum qualifications for this position is two years of experience in general office, clerical and administrative support work. Relevant education may be substituted for experience as determined by the agency.

Preferred Qualifications

Lead worker experience preferred.

Minimum Competency Factors On Which You Will Be Evaluated

Knowledge, Skills and Abilities

- Operation of office equipment, personal computers and communications systems
- Standard formats for letters, memos and reports
- Record keeping, and reporting methods
- Apply and explain rules, regulations, policies and procedures
- Understand and follow verbal and written instructions
- Establish and maintain effective working relationships
- Enter information in a variety of formats
- Proofread and edit for grammar, spelling, syntax and style; compute, verify and compare figures; detect discrepancies in information or records
- Record, file and transmit information
- Communicate effectively both verbally and in writing
- Extract data and formulate reasonable conclusions from a variety of sources